

**Indoor Air Quality Tools for Schools
2004 Great Start Awards Program
Application Form**

The **IAQ TFS Great Start Award** is presented to schools/school districts that are in the initial stages of implementing the *IAQ TFS* Program. Qualifying schools are those that have:

- Selected an IAQ Coordinator and/or established an IAQ Team.
- Signed a “Letter of Intent” to participate in the *IAQ TFS* Program*

** A sample letter of intent is located in Appendix A.*

Benefits of the *IAQ TFS* Great Start Award

Recipients of the *IAQ TFS* Great Start Award receive:

- A “Commitment to School Health” certificate signed by an EPA official.
- Recognition on EPA’s *IAQ TFS* Web site.
- Packet of *IAQ TFS* materials (including the *IAQ TFS* Bulletin and other resources).

Application Form

Basic Data

Please provide the information described below. Please feel free to use a separate sheet if necessary.

Name of Key Contact(s) or IAQ Coordinator	
Name of School or School District	
Address	
Phone/Fax Numbers	
E-mail Address	
*Physical Description of Building (area, layout, condition, style) <u>Include number of facilities</u>	
*Construction Date	
*Description of HVAC system	
Number of Students	

History of IAQ problems/concerns	
Was the U.S. EPA or a Not-For-Profit Association involved in your IAQ TFS Program? If yes, detail assistance received and by whom.	
Evident health issues/trends (e.g. increase in allergies, asthma, high absenteeism rate due to illness)	
How you heard about the IAQ TFS Program.	
How your school or district became involved in IAQ	
Who is on your IAQ team?	
How you established an IAQ team. What support did your school/school district provide?	
How you are using the IAQ TFS Kit.	
List the details of your IAQ management program.	

How to Apply

Interested candidates should complete the attached application. Applications will be evaluated based on the established criteria. The criteria and application forms can be found on our Web site at www.epa.gov/iaq/schools. For specific questions contact Michele Guarneiri at (202) 343-9099 or guarneiri.michele@epa.gov.

All applications may be submitted by U.S. Mail, facsimile, e-mail, or special delivery services (Federal Express, United Parcel Services, etc.).

<u>U.S. Mail</u> <u>(or Special</u> <u>Delivery):</u>	ATTN: <i>IAQ Tools for Schools</i> Awards The Cadmus Group, Inc. 1901 North Fort Myer Drive, Suite 900 Arlington, VA 22209 (703) 247-6000
<u>Facsimile:</u>	(703) 247-6001
<u>E-Mail:</u>	awardscoordinator@cadmusgroup.com

Appendix A: Letter of Intent Example Text

Michele Guarneiri
Public Affairs Specialist
U.S. Environmental Protection Agency
1901 North Fort Myer Drive, Suite 900
Arlington, VA 22209

[INSERT SCHOOL/DISTRICT NAME HERE] has been actively participating in the *Indoor Air Quality Tools for Schools (IAQ TFS)* Program since [INSERT DATE HERE]. We have created an efficient, proactive program to address IAQ issues district-wide.

The *Indoor Air Quality Tools for Schools* Program has the full support of the Superintendent and School Board. It has been this commitment from the Board and top management that has helped [INSERT SCHOOL/DISTRICT NAME HERE] strategically implement and maintain our successful IAQ management program.

[INSERT SCHOOL/DISTRICT NAME HERE] is committed to sharing information and resources with other schools and public agencies about our program. We will continue to facilitate educational programs for internal staff and the school community. We will serve as an information center for IAQ issues in schools, and develop partnerships through the implementation of the *IAQ TFS* Program.

We are dedicated to addressing IAQ in our schools and providing a healthy and safe learning environment for our students and staff.

Sincerely,
[*Individual of decision-making authority who can commit the school/district to maintaining the IAQ management program*]

For Example:
Superintendent
Chief Operations Officer
Chief Financial Officer
School Board Member